



EXECUTIVE SECRETARY I

DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE: MAY 28, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO MAY APPLY

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the California Emergency Management Agency (CalEMA) by the final filing date.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL:

California Emergency Management Agency
Recruitment & Selection Services
3650 Schriever Avenue
Mather, CA 95655
Attn: Gail Loesch (916) 845-8323

FILE IN PERSON:

California Emergency Management Agency
3650 Schriever Avenue
Mather, CA 95655
Attn: Gail Loesch (916) 845-8323

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, California Emergency Management Agency, or at <http://www.spb.ca.gov/jobs/stateapp.htm> on the Internet.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

SALARY RANGE

\$3,020.00 - 3,672.00

QUALIFICATION APPRAISAL PANEL (QAP) TEST DATE

It is anticipated that the Qualification Appraisal interview will be held during June /July 2009.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

Or II

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.)

[Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

POSITION DESCRIPTION

Incumbents screen incoming correspondence, refer to appropriate staff member for reply, and follow up to insure that deadlines are met; arrange correspondence for administrator's personal reply in order of priority with appropriate background material attached for reference; independently or in accordance with general instructions, compose correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the office;

review outgoing correspondence prepared by other staff members for administrator's signature for consistency with administrative policy as well as for format, grammatical construction, and clerical error; gather and summarize data; brief reports and correspondence; attend meetings and conferences, take and/or summarize notes into minutes, and distribute minutes; screen a variety of visitors and telephone calls, and where appropriate, refer to other staff members or personally provide authoritative information on established agency programs and policies; arrange meetings for administrator, prepare agenda, and make adjustments as necessary in scheduled meeting times; relieve the administrator of routine office details; maintain confidential and administrative files.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal panel test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

Scope:

Knowledge of:

1. Modern office methods to maintain and retrieve information, train staff, respond to inquires from staff/public, to complete work assignments.
2. Office procedures in order to operate and maintain the equipment; disseminate information to staff and others, facilitate work assignments.
3. Intermediate office supplies in order to maintain inventory of office supplies and ensure that the office is efficiently operating.
4. Office procedures in order to facilitate work assignments alleviate Deputy Director/Assistant Director/Regional Administrator of routine office duties; disseminate information to staff and others.
5. Intermediate math computations to complete various office forms.
6. Intermediate principles of office management in order to ensure equipment is maintained and operational, coordinate office moves, organize office functions.
7. Business English/correspondence in order to proofread, grammatical construction, errors, and clarity of documents, effectively communicate with staff and others, etc.

Ability to:

1. Perform difficult clerical work to identify and process sensitive/confidential information and complete work assignments.
2. Keep difficult records to maintain confidentiality and track documents.
3. Understand and follow directions of the Deputy Director/Assistant Director/Regional Administrator with a minimum of instructions.
4. Type 40 wpm to effectively complete work assignments, type correspondence, transcribe minutes, and disseminate information to staff and others.
5. Effectively provide written and oral direction to support staff.
6. Handle with courtesy and tact a wide variety of public contacts on the telephone and in person, to respond to inquires, disseminate information, and provide assistance.
7. Communicate effectively (written and orally) to provide assistance/direction to staff and others, exchange information, write reports/memoranda/letters.
8. Establish and develop written instructions and procedures to maintain office production, assist staff employees in training and office protocol, standardization, and complete routine office tasks.
9. Transcribe notes to summarize the topics of discussions and provide attendees and staff with a copy of the minutes.
10. Analyze situations accurately and take effective action in order to determine the importance and respond to situations appropriately.
11. Make accurate arithmetic computations in order to complete various office forms and tasks.
12. Independently gather data to compose correspondence and assemble for Deputy Director/Assistant Director/Regional Administrator of routine office duties, disseminate information to staff and others.
13. Independently perform non-routine administrative assignments to alleviate the Deputy Director/Assistant Director/Regional Administrator.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the California Emergency Management Agency. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in promotional examinations.

**VETERANS
PREFERENCE
POINTS**

Veteran's preference points are not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Emergency Management Agency in Mather, CA at (916) 845-8323, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, California Emergency Management Agency in Headquarters, Mather or at <http://www.spb.ca.gov/jobs/stateapp.htm> on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The California Emergency Management Agency reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call (916) 845-8321 or write to the California Emergency Management Agency, Recruitment & Selection Services, 3650 Schriever Avenue, Mather, CA 95655.
California Relay Service: Voice 1-800-735-2922.*